

**California Work Opportunity and Responsibility To Kids  
(CalWORKs) Report on Reasons for Denials and Other  
Non-Approvals Of Applications for Cash Grant**

**Send one copy of this form to:**

California Department of Social Services  
Data Systems & Survey Design Bureau, MS 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
FAX: (916) 657-2074

|  |                            |                                      |   |
|--|----------------------------|--------------------------------------|---|
| 1. County Name   |                            | 2. County Code                       | 3. Month/Year                           |
| <b>PART A. REASONS FOR DENIALS OF CASH GRANT</b>   |                            | <b>2 Parent<br/>Families<br/>(1)</b> | <b>Zero Parent<br/>Families<br/>(2)</b> |
| 1. Total Denials of Cash Grant (Same as Item 4b, Form CA 237 CalWORKs). Sum of Items 2 through 11 below..... |                            | 4                                    | 5                                       |
| 2. No eligible child.....  |                            | 7                                    | 8                                       |
| 3. Not deprived of support or care.....  |                            | 10                                   | 11                                      |
| 4. Resources exceed limits.....  |                            | 13                                   | 14                                      |
| 5. Income exceeds standards .....  |                            | 16                                   | 17                                      |
| 6. Failure to comply with procedural requirements.....   |                            | 19                                   | 20                                      |
| 7. Ineligible non-citizen.....   |                            | 22                                   | 23                                      |
| 8. Excluded by law for reasons other than time limits and citizenship.....                                   |                            | 25                                   | 26                                      |
| 9. Nonresident.....  |                            | 28                                   | 29                                      |
| 10. Denied due to Diversion (Same as Item 4b(1) on CA 237 CalWORKs).....                                     |                            | 31                                   | 32                                      |
| 11. Denied due to expiration of CalWORKs 60-month time limits.....   |                            | 34                                   | 35                                      |
| <b>PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS</b>  |                            |                                      |   |
| 12. Application cancelled or withdrawn.....  |                            | 37                                   | 38                                      |
| 13. Unable to locate or moved.....   |                            | 40                                   | 41                                      |
| <b>PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES</b>             |                            |                                      |   |
| a.   | 43                         | 44                                   | 45                                      |
| b.   | 46                         | 47                                   | 48                                      |
| 49. Person to contact regarding this report:   | 50. Telephone<br>(       ) |                                      | 51. Date                                |

# **CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) REPORT ON REASONS FOR DENIALS AND OTHER NON- APPROVALS OF APPLICATIONS FOR CASH GRANT (FORM CA 255 CalWORKs)**

## **CONTENT**

This report provides monthly data on applications and requests for restoration of the CalWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

## **PURPOSE**

The purpose of this report is to comply with Federal reporting requirements and to assist the state in making budgetary and program policy decisions.

## **DUE DATE**

Reports are to be received in Sacramento on or before the 18<sup>th</sup> calendar day of the month following the report month. Counties send their reports to:

California Department of Social Services  
Data Systems and Survey Design Bureau, MS 9-081  
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Sacramento, CA 94244-2430  
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## **DEFINITIONS**

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

## **GENERAL INSTRUCTIONS**

Complete the information requested on the top and bottom of the report form, such as cells numbered 1). County Name, 2). County Code, 3). Month/Year, 49). Person to contact regarding this report, 50). Telephone, and 51). Date. Please enter data in each of the Items 1 through 13. If there is nothing to report on a line item or cell column, please insert a zero (0) in the applicable cell(s) of the reporting document. Do not leave a cell blank.

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

For items 2 through 13 please collect the applicable reasons as indicated on the Denial Reason List attached to these instructions. Denial Reason items are required data elements, and all tracking codes or mechanisms are at county discretion.

## **PART A. REASONS FOR DENIALS OF CASH GRANT**

1. **Total Denials of Cash Grant**: Enter the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 11. Also, Item 2 through 11 must equal the monthly total of the figures reported in ***Part A, Item 4b, "Denied," on the CA 237 CalWORKs (10/99).***
2. **No eligible child**: Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs.
3. **Not deprived of support or care**: Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care.
4. **Resources exceed limits**: Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility.
5. **Income exceeds standards**: Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility.
6. **Failure to comply with procedural requirements**: Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility.
7. **Ineligible non-citizen**: Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility.
8. **Excluded by law for reasons other than time limits and citizenship**: Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. **Nonresident**: Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility.
10. **Denied due to Diversion**: Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this item must equal the monthly total of the figures reported in ***Part A, Item 4b(1), "Denied due to receipt of Diversion payment(s) or services," on the CA 237 CalWORKs (10/99).***
11. **Denied due to expiration of CalWORKs 60-month time limits**: Enter the number of denials that were due to the applicant having exhausted his/her 60-month CalWORKs time limit.

## **PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS**

12. **Application cancelled or withdrawn**: Enter the number of applications disposed of due to the cancellation or withdrawal of the application.
13. **Unable to locate or moved**: Enter the number of applications denied because the agency was unable to locate the applicant, or because the applicant moved to another jurisdiction or state.

## **PART C. TO BE USED ONLY ON INSTRUCTIONS FROM THE CDSS**

## DENIAL REASON LIST FOR CA 255 CalWORKs

### CA 255

Item #

**2 No longer eligible child**

Age

Child not living with relative of required relationship

**3 No longer deprived of support or care**

Child not deprived of parental support or care

Parent not unemployed

**4 Resources exceed limits**

Other resources exceed allowable limits

**5 Income exceeds standards**

Income exceeds allowable limits

**6 Failure to comply with procedural requirements**

Failure or refusal to sign a welfare-to-work plan

Failure or refusal to participate in an assigned activity

Failure or refusal to provide required proof of satisfactory progress in an assigned program activity

Failure or refusal to accept employment

Failure or refusal to continue employment

Failure or refusal to continue employment at the same level of earnings

Failure to comply with eligibility requirements

**7 Ineligible non-citizen**

Ineligible because of non-citizen status

**8 Excluded by law for reasons other than time limits and citizenship**

Identified as a fleeing felon

Identified as a drug felon

**9 Nonresident**

Does not meet residence requirements

**10 Denied due to Diversion**

Applicant chose a diversion payment of a CalWORKs grant

**11 Denied due to expiration of CalWORKs 60-month time limits**

Applicant exhausted his/her 60-month CalWORKs time limit

**12 Application cancelled or withdrawn**

Death of applicant or dependent child

Withdrawal of application by applicant

**13 Unable to locate or moved**

Unable to locate

Established residence in another state

**NOTE:** All Denial Reasons are required data elements, but all codes are at county discretion.